

## § 301-75.203

### § 301-75.203 May we provide the interviewee with a travel advance?

No.

### § 301-75.204 May we use Government contractor-issued travelers checks to pay for the interviewee's travel expenses?

No.

### § 301-75.205 Is the interviewee required to submit a travel claim to us?

No. Only if the interviewee wants to be reimbursed, then he or she must submit a travel claim in accordance with your agency procedures in order to receive reimbursement for pre-employment interview travel expense.

## PART 301-76—COLLECTION OF UNDISPUTED DELINQUENT AMOUNTS OWED TO THE CONTRACTOR ISSUING THE INDIVIDUALLY BILLED TRAVEL CHARGE CARD

### Subpart A—General Rules

Sec.

301-76.1 May we collect undisputed delinquent amounts that an employee (including members of the uniformed services) owes to a Government travel charge card contractor?

301-76.2 What is disposable pay?

### Subpart B—Policies and Procedures

301-76.100 Are there any due process requirements with which we must comply before collecting undisputed delinquent amounts on behalf of the charge card contractor?

301-76.101 Who is responsible for ensuring that all due process and legal requirements have been met?

301-76.102 Can we collect undisputed delinquent amounts if we have not reimbursed the employee for amounts reimbursable under applicable travel regulations?

301-76.103 What is the maximum amount we may deduct from the employee's disposable pay?

AUTHORITY: 5 U.S.C. 5707; 40 U.S.C. 121(c); Sec. 2, Pub. L. 105-264, 112 Stat. 2350 (5 U.S.C. 5701 note).

SOURCE: FTR Amdt. No. 90, 65 FR 3058, Jan. 19, 2000, unless otherwise noted.

## 41 CFR Ch. 301 (7-1-10 Edition)

### Subpart A—General Rules

NOTE TO SUBPART A: Use of pronouns “we”, “you”, and their variants throughout this part refers to the agency.

### § 301-76.1 May we collect undisputed delinquent amounts that an employee (including members of the uniformed services) owes to a Government travel charge card contractor?

Yes, upon written request from the contractor and in accordance with the procedures specified in § 301-76.100, you may collect undisputed amounts owed to a Government travel charge card contractor from the delinquent employee's disposable pay. You must promptly forward all amounts deducted to the contractor.

### § 301-76.2 What is disposable pay?

Disposable pay is the part of the employee's compensation remaining after the deduction of any amounts required by law to be withheld. These deductions do not include discretionary deductions such as savings bonds, charitable contributions, etc. Deductions may be made from any type of pay, e.g., basic pay, special pay, retirement pay, or incentive pay.

[FTR Amdt. No. 92, 65 FR 21367, Apr. 21, 2000]

### Subpart B—Policies and Procedures

NOTE TO SUBPART B: Use of pronouns “we”, “you”, and their variants throughout this part refers to the agency.

### § 301-76.100 Are there any due process requirements with which we must comply before collecting undisputed delinquent amounts on behalf of the charge card contractor?

Yes, you must:

(a) Provide the employee with written notice of the type and amount of the claim, the intention to collect the claim by deduction from his/her disposable pay, and an explanation of his/her rights as a debtor;

(b) Give the employee the opportunity to inspect and copy your records related to the claim;

(c) Allow an opportunity for a review within the agency of your decision to collect the amount; and